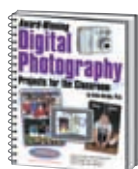


# ***Make It*** with Microsoft® **Office 2008**



**Book Building Site License  
with Building Server License**  
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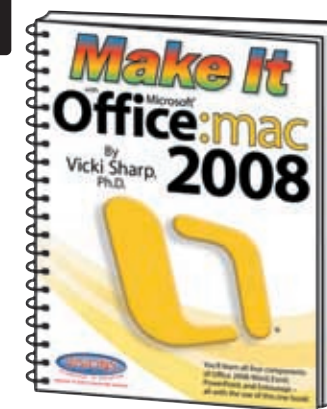


# ***Make It*** with Microsoft® **Office 2008**

with Microsoft®

# Office 2008

# MACINTOSH

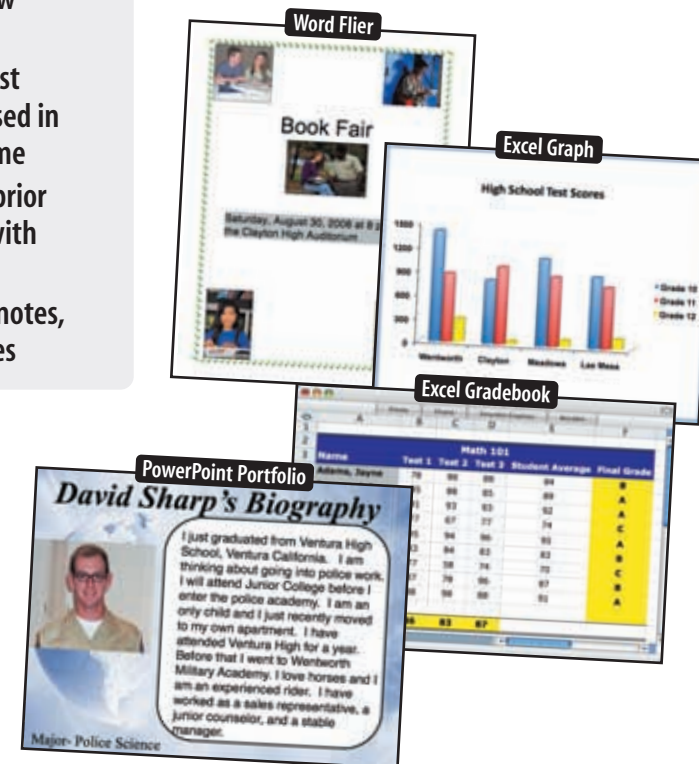


Using an activity based approach, learn how to use Microsoft Office. In a matter of minutes create slide shows, photo albums, screen savers, Web pages, graphs, newsletter, certificates and more. *Requires Microsoft Office software.*

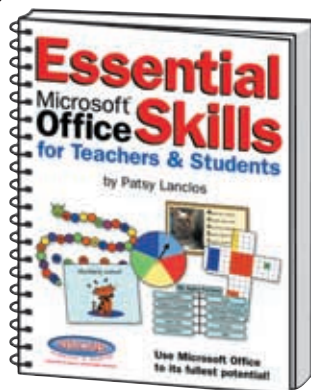
## Features:

- Step-by-step tutorials
- Pictures with easy-to-read, short directions
- More than 35 projects
- Easy-to-follow organization
- Activities most frequently used in class and home
- Assumes no prior knowledge with program
- Helpful tips, notes, and objectives

- Word
- Excel
- PowerPoint
- Entourage







# Essential Microsoft Office Skills for Teachers & Students

Use Microsoft Office to its fullest potential!

*Teachers and students learn how to use Office...correctly!*

Do you become frustrated with Microsoft Office and find that there are some things that you want to do, but just can't figure out? This book has the answers for you! **Grades K-Adult**

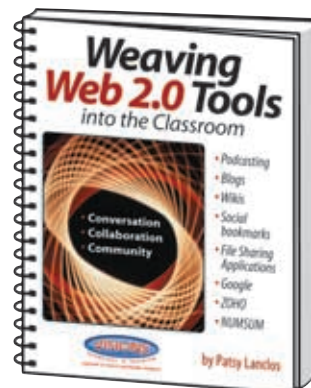
**Learn skills that allow you to:**

- 1) Use the **draw tools** effectively
- 2) Prepare documents properly for **publication**
- 3) Use **spreadsheets** for predicting and problem solving
- 4) Create **presentations** with quality content as the goal

The **"tips and tricks"** sections of each project will teach you more about using the program and help you integrate the projects into your curriculum. Projects are designed to use over a wide range of grade levels and curricular areas.

**Become a leader in your building for the use of Office!**

*by Patsy Lanclos*



# Weaving Web 2.0 Tools into the Classroom

- Conversation
- Collaboration
- Community

Learn how Web 2.0 tools can build web-based communities, with people working together using online word processors, spreadsheets, and databases. See how to share your pictures and files with others. Web 2.0 tools allow students to create information that was, in the past, done by professionals. Students explore in a way that will engage them and create self-motivated users of 21st century tools. A Wiki space page accompanies the book to keep you up to date with new Web 2.0 features.

**ZOH0 spreadsheet**

**Podcast concept map**

*Are you wondering what the Web 2.0 buzz is about?...Have you created a Podcast?...Are you using Wikis?*

*A Wiki space page accompanies the book to keep you up to date with new Web 2.0 features.*

**Topics include:**

**Graphics:**

- Draw Toolbar
- Greeting Cards
- Notepaper
- Holiday Decorations
- Fraction Cube

**Publishing for Print:**

- Word Processing
- Tabs
- Working with Text Boxes
- Formatting Pages
- Tri-fold Brochure
- Formatting Palette
- Text Effects
- Spelling and Grammar
- Shortcut Keystrokes

**Spreadsheets:**

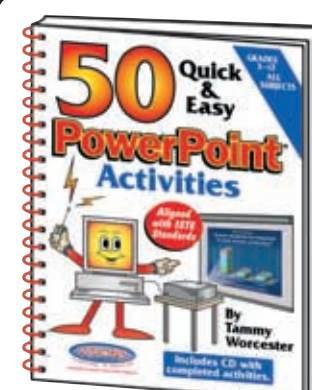
- Solving Linear Equations
- Calculating Can Be Fun
- Relationship between Radius, Diameter, and Circumference
- Grid Sheets
- Geometric Templates
- Graphing: Pictographs
- Fraction Representations
- Spinners
- Statistics: Weather

**Presentations:**

- Hyperlinks, Hide Slides, and Automatic Timing
- Slide Show with Music
- Break Timer
- Digital Portfolio

**Contents include:**

- **The 21st Century Skills**
- **Digital Citizenship**
  - Internet Safety
- **Creative Commons**
- **Introduction to Web 2.0**
  - Web 1.0 Compared to Web 2.0
  - Web 2.0 Tools in Education
  - Categories of Web 2.0 Tools
- **Social Bookmarks**
- **Learning Tools**
  - Google Productivity Tools
  - ZOH0 Productivity Tools
  - NUMSUM
  - Citation Builders
  - Graphics Tools
  - Maps
  - Programming Languages
  - Quiz, Rubric, and Survey Creators
  - Video/Animation Creation Tools
- **Content Sharing**
  - Audio
  - Music
  - Photos
  - Video
  - Photos
  - Presentations
  - Curriculum and Classroom
- **Organizers**
- **Social Networks**
- **Wikis**
- **Conversations**
  - Blogs
  - Podcasts



**A "Cool Tips" section helps students learn new PowerPoint skills including:**

- Adding navigation buttons
- Harvesting text, graphics, and video from the Internet
- Creating custom backgrounds
- Adding hyperlinks and spectacular special effects
- Turning an Inspiration web into a PowerPoint presentation

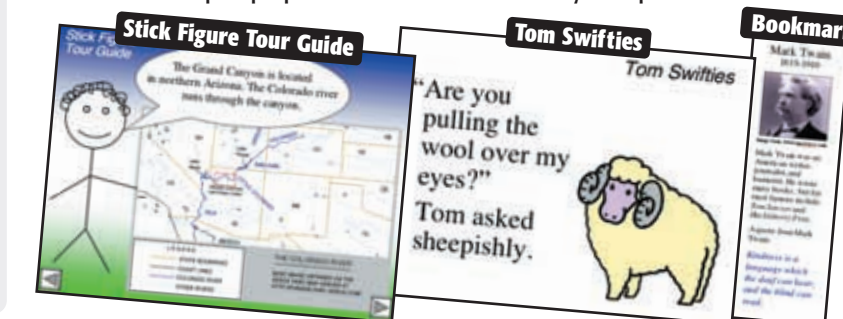
# 50 Quick & Easy PowerPoint Activities

Aligned with ISTE Standards

*by Tammy Worchester*

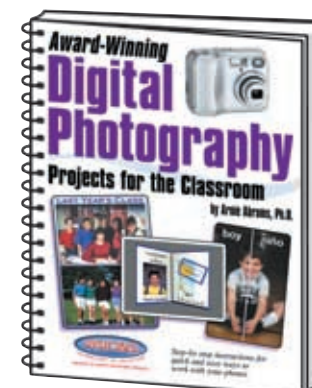
**Easy-to-follow instructions and a CD of project examples assist you in using PowerPoint in ways you've never dreamed!**

Tired of the same old PowerPoint slide shows? If so, this book is for you! Your students will become PowerPoint wizards. Through these 50 innovative activities, students will gain content, and they will develop creativity, critical thinking, and computer skills -- all skills that help to prepare them for the 21st century workplace! **Grades 3-12**



Activities are aligned with ISTE standards and Howard Gardner's multiple intelligences.

**DOES NOT include application software.**



*by Dr. Arnie Abrams*

**Tips include:**

- Camera management
- Project management
- Teaching
- Curriculum

# Award-Winning Digital Photography Projects for the Classroom

**Now that your school has some digital cameras, how are you going to integrate their use into the curriculum?**

In this book, Dr. Abrams lays out over 60 lesson plans he has developed for using digital cameras and digital imaging (including scanners, printers and software) with students and faculty. The projects cover a wide range of curriculum areas and grade levels. For each project, one side of the page is a worksheet for students to follow and the other side contains a lesson plan for the teacher to manage the project. The book also contains tips for managing digital photography equipment and projects with students.



**Features and Benefits:**

- Includes a CD with example projects and resources
- Over 75 curriculum-based projects, divided by subject areas
- Lesson plans for each project
- Includes step-by-step instructions
- Written in a non-technical, concise style
- For use by all grade levels, even college
- Includes teacher and administrative projects
- Works on both Macs and PCs